

2 August 1950

MEMORANDUM FOR: Management Officer

SUBJECT: Table of Organization, Inspection and Security Staff

25X1A

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1. The current authorized table of organization for the Receptionist Group, Inspection and Security Staff, consists of [REDACTED] positions. [REDACTED] are on duty and assigned as follows:

25X1A

TOTAL

2. The problem is two-fold, (1) sufficient personnel to provide daily reliefs for lunch hours and, (2) relief for personnel on leave.

3. The daily reliefs can be provided from present table of organization on the following schedule but only if all personnel are on duty. If one person is on leave then they are unable to follow this schedule.

Daily Reliefs Required

One Receptionist required as relief

Lunch

11:30 - 12:00 Administration Building  
12:10 - 12:40 Central Building  
12:45 - 1:15 North Building

2  
X

25X1A

One Receptionist required as relief

11:30 - 12:00 2210 E St. N.W.

12:15 - 12:45 [REDACTED]

1:00 - 1:30 M Building

1:35 - 2:05 Q Building

30 NOV 1978

026

The Chief Receptionist as a Daily Relief

12:00 - 12:30 South Building

Senior Receptionist#  
11:30 - 12:00 K Building  
12:05 - 12:35 L Building

4. The present table of organization strength is unable to cover present assignments if any personnel are on sick or annual leave. Unless coverage can be curtailed as recommended by Inspection and Security Staff it appears that at least ~~two~~ additional position will be required.

25X1A9a

